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NAVY DEPARTMENT
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON 25, D. C.

31 October 1946

From: Mr. Joseph Becker, Librarian
To: Head, Washington Document Center
Subj: Monthly Operations Report

1. This operations report covers the activities of the Library Section for the period 1 October 1946 to 31 October 1946.



Librarian, WDC

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A. JAPANESE LIBRARY

1. During the month of October, the Japanese Library underwent two major changes in operations.
 - a. On 18 October, all available linguist personnel in the Library Section were transferred to the Research Section. Three non-linguist replacements were received for the seven people transferred. The transfer of personnel suspended the indexing, classification, cataloging, and integration projects.
 - b. On 29 October, the discharge of all qualified shelvers in the Library Section with no immediate prospects for their replacement, necessitated the following action:
 - 1) "Effective 30 October 1946 the Library will be responsible for the labeling and storing of books; shelving will be discontinued. The one exception to this rule will be for documents routed from Projects A and B..."
 - 2) To maintain balance with the Research Section, to prevent loss and damage to the documents, and to forego the installation of more shelves pending the moving decision, the Library Section will hereafter store labeled books in pre-designated shelving areas according to the one hundred block sequence of the Mori Kiyoshi system.
2. An additional 93 units of shelving arrived and were installed on the fifth deck.
3. To permit the storage of the maximum number of books without reordering shelves, the Library shifted completely to yield more space.
4. The Japanese Library classified 6,431 scanner's slips representing 11,587 documents processed.
5. The Indexing Section indexed, typed, and filed items for cross reference totaling 2,864 documents.
6. The Preparations and Shelving Sections labeled and shelved 36,200 documents during the month.
7. The Files Section processed an estimated 40,000 WDC slips.
8. The reconstruction of the card catalogs of the South Manchurian Railway Library and the East Asia Institute Library was completed by Canadian Sgt. R. Henderson. A Translation of all subject classifications used in the catalogs accompanies the catalogs.

B. ENGLISH LIBRARY

1. 428 documents were issued and loaned.
315 information requests were answered.
627 documents were routed.
1553 documents and reports were accessioned.
73 maps were issued.
2. Ninety-three (93) cardboard cartons containing approximately 3,000 surplus Japanese-English dictionaries and glossaries were prepared for shipment to the MIS Language School in Monterrey, California.
3. During the month, the English Library commenced the integration of PACMIRS and Op-23F141 original document files.
4. Thirty (30) mail sacks containing JJCPOA material were received for processing from the Screening Section.

C. DOCUMENT LOAN UNIT

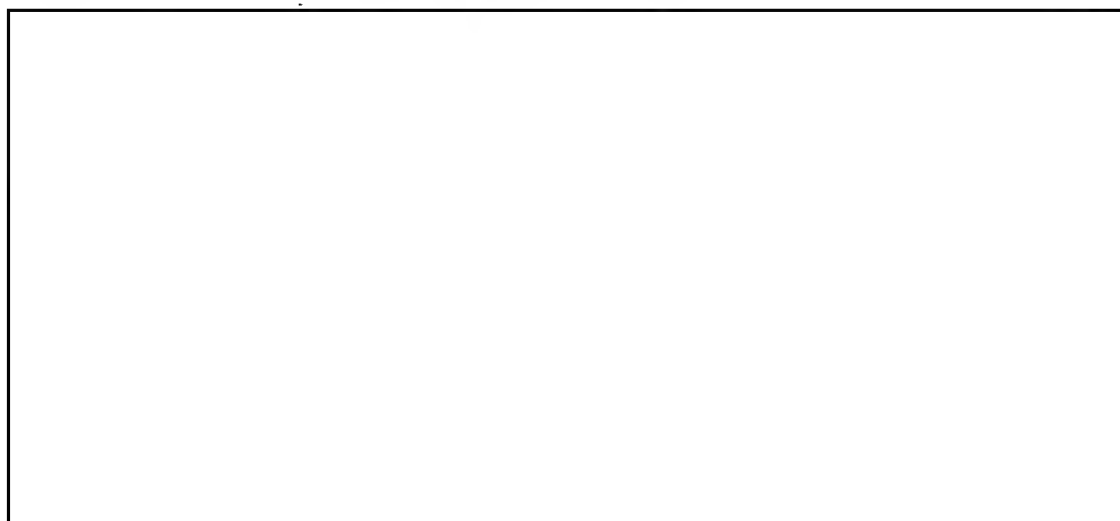
1. The Document Loan Unit processed 747 documents for loan to authorized outside agencies.

D. TRANSLATOR'S REFERENCE LIBRARY

1. The Translator's Reference Library classified and shelved 257 books during the month.

E. ADMINISTRATION SECTION

1. Reports prepared during the month included:



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